

## OVERVIEW OF BUDGET

**DEPARTMENT: FACILITIES MANAGEMENT DEPARTMENT**  
**DIRECTOR: DAVE GIBSON**

	2003-04			
	Appropriations	Revenue	Local Cost	Staffing
Administration	385,060	-	385,060	4.0
Custodial Division	3,161,526	1,706,888	1,454,638	47.5
Grounds Division	1,456,154	639,000	817,154	23.7
Home Repair Program	-	-	-	12.0
Maintenance Division	7,107,828	3,300,000	3,807,828	56.0
Utilities	15,730,303	-	15,730,303	-
Total	27,840,871	5,645,888	22,194,983	143.2

### BUDGET UNIT: ADMINISTRATION (AAA FMD FMT)

#### I. GENERAL PROGRAM STATEMENT

The Facilities Management Department Administration Division provides support to four divisions within Facilities Management (Custodial, Grounds, Home Repair and Maintenance) and monitors San Bernardino County utilities budget.

#### II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Appropriation	344,841	344,105	346,576	385,060
Total Revenue	349	-	284	-
Local Cost	344,492	344,105	346,292	385,060
Budgeted Staffing		4.0		4.0

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### STAFFING CHANGES

Staffing changes include the reduction of 1.0 Staff Aide and the addition of 1.0 Staff Analyst II to monitor and maintain the new CAFM (Computer Aided Facilities Management) maintenance and inventory software. Also included is the conversion of an Executive Secretary III to an Executive Secretary II.

##### PROGRAM CHANGES

None.

<b>GROUP: Internal Services</b>			<b>FUNCTION: General</b>		
<b>DEPARTMENT: Facilities Management - Administration</b>			<b>ACTIVITY: Property Mgmt</b>		
<b>FUND: General AAA FMD FMT</b>					
	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<b><u>Appropriation</u></b>					
Salaries and Benefits	341,870	335,825	352,579	7,641	360,220
Services and Supplies	4,706	8,280	(6,066)	30,213	24,147
Transfers	-	-	(89)	782	693
Total Appropriation	346,576	344,105	346,424	38,636	385,060
<b><u>Revenue</u></b>					
State Aid	284	-	-	-	-
Total Revenue	284	-	-	-	-
Local Cost	346,292	344,105	346,424	38,636	385,060
Budgeted Staffing		4.0	4.0	-	4.0

## FACILITIES MANAGEMENT

### Total Changes Included in Board Approved Base Budget

Salaries and Benefits	8,868	MOU.
	17,462	Retirement.
	424	Risk Management Workers' Comp.
	(10,000)	30% Cost Reduction Plan.
	<u>16,754</u>	
Services and Supplies	(13,605)	Risk Management Liabilities.
	(741)	30% Cost Reduction Plan.
	<u>(14,346)</u>	
Transfers	<u>(89)</u>	Incremental Change in EHAP.
Total Appropriation Change	2,319	
Total Revenue Change	-	
Total Local Cost Change	2,319	
Total 2002-03 Appropriation	344,105	
Total 2002-03 Revenue	-	
Total 2002-03 Local Cost	344,105	
Total Base Budget Appropriation	346,424	
Total Base Budget Revenue	-	
Total Base Budget Local Cost	346,424	

### Board Approved Changes to Base Budget

Salaries and Benefits	(5,228)	Net savings between addition of an Executive Secretary II and deletion of an Executive Secretary III.
	12,869	Net increase between addition of a Staff Analyst II and deletion of a Staff Aide.
	<u>7,641</u>	
Services and Supplies	30,995	Increase in appropriations to more accurately reflect administrative costs.
	(782)	GAST 34 Accounting Change (EHAP)
	<u>30,213</u>	
Transfers	<u>782</u>	GASB 34 Accounting Change (EHAP).
Total Appropriation	<u>38,636</u>	
Total Revenue	<u>-</u>	
Local Cost	<u>38,636</u>	